

Human Resource Specialist (Quality Assurance)

Crystal City, VA

\$74,538-\$93,173 Annual --- Plus Bonus Opportunities

THE POSITION

Our Arlington, VA (Crystal City) office seeks a Human Resource Specialist with expertise in quality assurance to work on the Transportation Security Administration (TSA) contract in various CPS/TSA sites throughout the United States. The incumbent will possess a strong understanding of and have prior experience in public sector testing, quality assurance, and project management. [May travel up to 25%.](#)

KEY DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Applies advanced theoretical and practical knowledge of technical subject matter to perform complex work on the TSA project in the area of quality assurance.
- Reviews, revises, and develops policies and procedures for conducting quality assurance reviews of assessment sites, information technology systems pertaining to QA operations, and assessment decisions.
- Conducts quality assurance reviews of assessment sites; conducts statistical analyses.
- Plans, leads and coordinates quality assurance review activities and documentation requirements and efforts of CPS and subcontractor staff.
- Prepares and delivers quality assurance complex technical reports to standards and assessment managers for review and delivery to internal and external clients, including the TSA.
- Reviews, revises and maintains project documents.
- Develops and manages implementation of document control policies.
- Attends courses and conferences, reads current literature, and continuously acquires new knowledge in the areas of expertise
- Performs other duties as assigned.

QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying.

Experience: Four years of increasingly responsible professional level experience in test assessment, development, administration, and/or quality assurance activities.

Education: Equivalent to a Master's Degree in a relevant field.

SELECTION PROCESS

Qualified candidates must complete the online application form at: www.cps.ca.gov. Resumes submitted during the application process will not substitute for training and experience listed on the online application. Applications will be reviewed for related experiences, appropriate level, and education. Those determined to be most qualified may be invited to participate in an oral interview. The selected candidates must be U.S. citizens or Lawful Permanent Residents and successfully complete a background investigation with CPS and the Federal government.



THE ORGANIZATION

CPS is a self-supporting public agency providing a full range of human resource services to the public and nonprofit sectors. We have unique expertise in delivering HR management and consulting services, employment testing, assessment services, and applicant tracking software to government agencies throughout North America. We assist organizations across the talent management continuum in recruiting, selecting, and developing employees.

BENEFITS Our excellent benefits package includes; health, dental, vision, life, retirement (CalPERS), and many other competitive benefits.

CPS IS AN EQUAL OPPORTUNITY EMPLOYER

To all, regardless of race, color, ancestry, religion, sex, national origin, marital status, age, sexual orientation, mental or physical disability, or perceived disability.



Human Resource Services

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